



USAID | DOMINICAN REPUBLIC

FROM THE AMERICAN PEOPLE

UNITED STATES GOVERNMENT MEMORANDUM

Basic Functions

The Human Resources Assistant provides clerical and administrative support to the Human Resources Section of the Executive Office, in a variety of personnel –related actions. This section provides support to the Dominican Republic and to two partner missions (Jamaica and the Eastern and Southern Caribbean Missions). The main function of the HR Assistant is to keep the HR files, participate in the Awards Program of the Agency, participate in the Training program of the Agency, and keep control of the employees' official travels, and perform any other personnel actions assigned within the HR section. The incumbent will report directly to the HR Specialist and will be the official backup of the Secretary of the Executive Office.

Qualifications Required

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through santodomingoresume@state.gov.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Two or more years of College/University studies in Business Administration, Industrial Psychology or Social Sciences.
- b. Prior Work Experience: Three years of progressive responsible work in the Human Resources area, including experience in clerical duties.
- c. Language Proficiency: Level IV (fluent) in writing and reading in English and Spanish language..
- d. Customer Service Oriented, positive attitude, able to maintain effective relationships between staff and management, Tact and diplomacy dealing with sensitive personnel matters. Should be able to work under pressure, work with multi task actions; thorough knowledge of computers software such as Microsoft Office Package, excellent teamwork player; organization skills in managing files and records..
- e. Team Work oriented person.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application (the three first options are required):

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), <http://www.state.gov/documents/organization/136408.pdf>
2. A current resume or curriculum vitae,
3. Including a copy of the Dominican Cédula.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Office of Human Resources

Subject of the message: "Name of the position that you are applying for"

E-mail: santodomingoresume@state.gov

POINT OF CONTACT

Yenni Ognado

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Anacaona Blandino

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APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS

September 11th, 2015

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.